Item No.	Function Area	Requested Functionality	Bureau Chief Suggestion/ Approval by Name(s)	Status	Comments
CDL01	CDLIS	Print driver's photo on CLP or Static image?	Boyd Dickerson-Walden, Deb Roby, David Helton, Maureen Johnson	Closed	Static image, text indicating "Not for Identification"
CDL02	CDLIS	Ask for legislative change to charge for the CLP.	Boyd Dickerson-Walden, Deb Roby, David Helton, Maureen Johnson	Closed	Ask for legislative change to charge
CDL03	CDLIS	Charge for CLP renewals?	Boyd Dickerson-Walden, Deb Roby, David Helton, Maureen Johnson	Closed	Charge after legislative approval (Set at $0 fo now)
CDL04	CDLIS	Charge for CLP replacements?	Boyd Dickerson-Walden, Deb Roby, David Helton, Maureen Johnson	Closed	Charge after legislative approval (Set at $0 fo now)
CDL05	CDLIS	Do not issue CLP's and CDL's to "Non-Domiciled" drivers?	Deb Roby	Closed	Continue to issue CLP's and CDL's to Non-Domicile drivers and produce unique cards
CDL06	CDLIS	How to limit the maximum period for CDL's license to 8 years?	Boyd Dickerson-Walden, Deb Roby, David Helton, Maureen Johnson	Closed	Issue CDL license up to 8 years and 364 days and limit early renewals to 1 year.
CDL07	CDLIS	Replace the 4 year Hazmat license with a Hazmat until date indicator on license?	Boyd Dickerson-Walden, Deb Roby, David Helton, Maureen Johnson	Closed	Approval to implement a Hazmat until date on the license
CDL08	CDLIS	How to implement an intrastate restriction for those driver's who self-certify in an intrastate category?	Boyd Dickerson-Walden, Deb Roby, David Helton, Maureen Johnson	Closed	Send out a letter asking drivers within the next 90 days to reconsider their intrastate self-certification and change to intrastate via the web. Drivers who continued to claim an intrastate self-certification after the 90 days will receive an intrastate restricted license at no cost. After the one-time free license, the driver will be charged a $25 replacement fee for any changes.
CDL09	Citation Processing	Should the Department continue to issue no-cost Class E licenses to commercial drivers who downgrade due to disqualifications?	Boyd Dickerson-Walden, Deb Roby, David Helton, Maureen Johnson	Closed	No Change.
CIT01	Citation Processing	Issue Non-Domiciled CLPs and CDLs to foreign drivers	Deb Roby	Closed	Under Review from Requested Functionality Document. 4/8/15 Update - Deferred until 2017 per Deb Roby.
CIT02	Citation Processing	Include all medical certification fields (physicians name, address, etc) on transcripts	Tod Browning	Closed	4/3-Tod advised this is in reference to transcripts and should be a planned functionality.

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POR01	Core Rule for Eligibility for DL/ID Issuance	Customers that are males and under 26, must be flagged for Select Service. Age requirements for registering information with SS? Based on the 'selective service flag' in the database, we have 2,081 males between 15 and 25 where the flag is false, but over 1.4 million with the flag true. These are active DL and ID holders. The majority with 'false' are license holders.	All Chiefs approved. 4/10/24015	Closed	(See Selective Service table for details on "Who Must Register") Alan Busenbark 4/8/2015 Correct and Current. Oscar Tolmos 4/9/2015
POR02	Core Rule for Eligibility for DL/ID Issuance	Customer must not have license type of ('R') – Do we still need this business rule?	All Chiefs approved. 4/10/2015	Closed	Not needed as "R" license type is obsolete. Oscar Tolmos 4/9/2015

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POR03	Core Rule for Eligibility for DL/ID Issuance	Customer cannot do an online issuance and have a restriction type code of 'C' and the following restrictions : *Note: Restriction code values will change pending approval - Question why is a driver not allowed to use Portal to replace or renewal license with the following restrictions? *Note: Restriction code values will change pending approval - Question why is a driver not allowed to use Portal to replace or renewal license with the following restrictions? · "C" – Business Purposes · "D" – Employment Purposes · "P" – Probation Interlock Device · "S" – Other Restrictions · "Y" – Education Purposes · "R" – Restricted	Chiefs' Recommendation: The current and new CIPS print solution will need to handle the printing of the special Restrictions mentioned above.	closed	I see no reason to disallow renewing as long as the dates and restrictions are brought forward on a renewed license. Ray Graves 03/31/2015 See note 1 below table Not sure why we cannot issue a DL if the restriction is already on the record. Please note that we no longer use the 'Y' restriction.(BAR/Felicia Ford) See note 2 below Should be able to issue with C, D,Y, or P restriction and if the time period is over it should automatically delete the restriction and issue. R restriction should be allowed unless they are not eligible for another R license. S would be ok as long as restrictions are clear as what the S stands for. Maureen Johnson 4/7/2015 There may be valid reasons for not allowing portal renewals/replacements; however, from my point of view (field DL offices), when a customer with one of the listed restrictions come to our office and the restriction is still current and they are real ID, we don't require other documents; therefore, they could renew online if they meet these requirements. Oscar Tolmos 4/9/2015
POR04	Eligibility for DL Renewal and Replacement Issuance	Should checks for other Re-Exam Correspondences in addition to 3, be required in Portal to determine if an issuance is allowed?		Open	Chiefs' Recommendation: Looking to allow other correspondences currently not allowed to issue online due to the medical flag. Allow issuance if review/re-exam not required within 60 days. Bill Henderson is supplying the correspondences allowed a renewal or replacement issuance if medical flag set but follow-up in not due within 60 days or more.

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POR05	Eligibility for DL Renewal and Replacement Issuance	90 Day Printed Temporary Permit fee of $??.00 - '???' – new code – Can we charge for the issuance of the card and if so the fee amount?	Chiefs' Recommendation: A Temporary permit with a printed card doesn't seem to be an option for online portal issuance of non-CDL drivers.5/28/2015 Say it could be a printed document. Concern whether it would hold as authentic.	Closed	Need statutory authority to charge. Maureen Johnson 4/7/2015 We don't have statutory authority to charge for a temporary driving permit. Alan Busenbark 4/8/2015 Currently, our temporary permit can be easily duplicated and altered. Therefore, in our opinion, we should develop a more sophisticated and secure document before we consider charging for this service. Oscar Tolmos 4/9/2015
POR06	Eligibility for DL Renewal and Replacement Issuance	Determine if the Dept. of Defense has a service to call to verify Military Status/Location and if DHSMV thinks this is viable option to eliminate Military customers from having to mail in packages for issuances? · This would verify Military status and out of state. Then allow the renewal online even though they have already used their convenience renewal option and not have to submit by mail.	Chiefs' Recommendation: Reaching out to DOD (to see if our systems can talk?). We think this would be good to do verification of military status and not have to mail in renewal paper work – Casey Dobson 5/28/2014 Need legislative change for MV residential address requirement Allow family members as well by providing SSN of military family member. 6/1/2015 ELT asked for the cost of using the DOD web service. 6/1/2015 DOD stated that we must complete the form DD1144 in order for them to determine if a cost would be associated with our usage.	Open	No, the DOD does not have a service to call. Military personnel are verified by individual branch address, which can be found at website: www.defense.gov Oscar Tolmos 4/9/2015 ELT - What is the cost associated with use of the web service?

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POR07	Eligibility for DL Renewal and Replacement Issuance	Have both an ID card and a terminated Driver License. Can the once terminated DL renew via the online system and terminate the ID?	Chiefs' Recommendation: Allow the issuance of the DL with the cancellation/termination the ID. The new Portal will also allow the issuance of an ID when the License is ineligible therefore cancelling/downgrading the license. 5/28/2015 Allow going from ID Card to a Renewal checking if eligible for convenience renewal.	Closed	Yes if no vision exam is required or if there is a way for vision report to be submitted and scanned for vision requirements showing they meet. Maureen Johnson 4/7/2015 If a DL is terminated during an ID card issuance, the individual should not be allowed to renew the DL online. This is the current practice and keeps the department in line with the intent of REAL ID. Alan Busenbark 4/8/2015 No. Termination of a DL/ID will create a cancellation on the record. Once terminated, the customer is required to go to an office to obtain a new credential so that a sanction clearance may be performed. Oscar Tolmos 4/9/2015

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POR08	Eligibility for DL Renewal and Replacement Issuance	Is a customer required to purchase an issuance if they update their residential address, which is what prints on the driver license or should we, just put a message about the statute?	Chiefs' Recommendation: We are deferring and requesting an answer from Executive Leadership on whether to require an issuance if residential address is update or just state the statute.	Open	Yes, Just put message about the statute. Better to have an updated address than none at all because they don't want to pay the $25 Maureen Johnson 4/7/2015

There are pro's and con's for both arguments; however, I lean to allowing customers to change their residential address in Portal without printing a new card. In this instance, a message on the statute requirement would be good to include. Alan Busenbark 4/8/2015

Yes, that is correct. The residential address is what prints on the driver license. Both mailing and residential address must be captured on the FDLIS application; however, the residential address must appear on the credential unless the customer qualifies for residential address exception. If we, just put a statute? It should be easily understood by the customer. Oscar Tolmos 4/9/2015
6/1/2015
ELT request stats for address changes on VO prior to requiring a transaction and stats after requiring a transaction.

Does the NCOA address process update the residential address?

Is this information sent to DMS? |

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POR09	Transcripts	Currently an individual cannot go into a field office and request another Driver's Record/Transcript, only their own. Verifying the Department wants to allow individual customers to purchase other driver's redacted history records via the new online portal. If so, should the search criteria be more precise example (DL and DOB)? And how many inquiries at one time?	Chiefs' Recommendation: DL# will be required for purchasing another driver's record/transcript. The name field will be optional; if supplied it will print on the transcript. There will be a limit of one other driver and your own per completed shopping cart transaction.	Closed	Search should be done by DL# or name, date of birth and sex to ensure the correct record is selected for transcript. I think credentialing and TC support should establish how many could be sold at once. This could create a wait for customers if we allow too many. Customers could also be referred to transcript portal for purchasing.Maureen Johnson 4/7/2015

Yes, the department should include online service and the search should be done by DL#, name, and date of birth and sex, DL EIN # also to ensure the correct record is selected for transcript. Customers could also be referred to transcript portal for purchasing. I don't see a reason for limiting the amount. Oscar Tolmos 4/9/2015 |
| POR10 | Transcripts/New Portal | Are there requirements for the new portal as it relates to GOVQA Public Records and if so what are the requirements? | Chiefs' Recommendation: Defer need to discuss with legal – Maureen Johnson | Closed | GovQA tracks all public record requests with the exclusion of bulk data sales. We should be able to track what transcript have been sold through portal and to who if possible. Maureen Johnson 4/7/2015 |

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POR11	Insurance Updates	Customers will have the option to update insurance information via the new online portal. There are concerns and so a suggestion has been to only allow updates when necessary to clear an open or pending FR sanction and when required to renew registration online. Otherwise, Could we please defer the option of simply updating their current insurance online? A few concerns are: · We must allow insurance companies 10 days to provide us with new policy information – this would increase traffic back and forth to the insurance companies · A customer could enter wrong information or not the current effective date and cause a denial to come back in error · We cannot update the database unless the insurance company provides us the insurance policy – realizing we are going to verify the information being provided by the customer.	Chiefs' Recommendation: Recommended portal allowing Insurance updates only when required for FR Clearance and Vehicle Registration.	Closed	The option of anyone simply updating the insurance should be deferred later down the road per Laura Freeman.Ray Graves. 3/30/2015 Need more information and understanding to have an opinion.Maureen Johnson 4/7/2015 We do not recommend at this time as FR cases have a verification date and customers may enter errors online which will increase the verification process. Therefore, coming into our facilities will decrease errors. Oscar Tolmos 4/9/2015

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POR12	DL/CDL/ID Issuance	PDPS/CDLIS Inquiry- When should this be done is the question? In the new suggestions the request is to do it ·Before Issuance of License in Portal o CDL Renewal o License Renewal o Any Issuance – replacements too Discontinue in Portal of doing the check in CIPS the backend process if doing it on front end?	Chiefs' Recommendation: It was stated PDPS is down on Sundays. We need more discussion on performing a PDPS Inquiry for Driver License renewals or all Driver License issuances Is it feasible for PDPS Inquiries to take place during the back-end process and before printing of card? 5/28/2015 Class E only renewals check, but on CDL renewals and replacement. Mark so CPIS will know not whether to run the check. Still outstanding on Class E Replacements. 6/1/2015 ELT recommended performing checks on replacement as well as renewals. There is no additional cost for the inquiries, we are charged based on the number of pointer records.	Closed	Chiefs' Recommendation: It was stated PDPS is down on Sundays. We need more discussion on performing a PDPS Inquiry for Driver License renewals or all Driver License issuances Is it feasible for PDPS Inquiries to take place during the back-end process and before printing of card? 05/28/2015 Class E only renewals check, but on CDL renewals and replacement. Mark so CPIS will know not whether to run the check. Still outstanding on Class E Replacements. 06/01/15 ELT recommended performing checks on replacement as well as renewals. There is no additional cost for the inquiries, we are charged based on the number of pointer records.

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POR13	Minor's Parental Consent Withdrawal	Do we want to allow a parent to withdraw their Parental Consent of their minor child via Portal? · Should withdrawal be accepted only from consenting parent attached at the time of issuance or just allow them to enter DL, SSN and DOB? · Should the minor be given the 20 day notification the license will be cancelled or immediately cancel? · Worried parent will use as a weapon – back and forth · What information will be required if decide to allow?	05/28/2015 ELT - By Consenting Parent Only	Closed	05/28/2015 By Consenting Parent Only
POR14	Subscription -Monitoring Minor by Non Consenting Parent	Do we want to allow the non consenting parent the option to subscribe for a minor monitoring subscription? · Who should grant them permission for the subscription or just knowing the same information for tracking Minor in DL Check? · Do they need to sign-up in office?	5/28/2015 ELT - Only the Consenting Parent	Closed	
POR15	Subscription -Monitoring on Elderly Parent or Other Adult	Do we want to allow the option to subscribe Monitoring on Elderly or Adults? · Who should grant them permission for the subscription or just knowing the same information for tracking Minor in DL Check? · Do they need to sign-up in office?	5/28/2015 Executive Leadership to make determination	Open	06/01/15 ELT suggested a change in legislation to charge for the Employee Monitoring
POR16	Downgrades – Class E or ID	When downgrading from a CDL or a Class E license, why do we create the Class E or ID as an original? Was it due to system limitations or specific Statutes or Departmental Policies?		Open	05/28/2015 Can these be done as a Renewal instead of an Original?

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POR17	Downgrades – CDL to Class E	Should the replacement fee be charged when the customer is electing to downgrade (no disqualification on record)		Open	
DL01	DL Issuance	Allow examiners to print Hazmat extension letter locally. *Original Request: System should be able to print hazmat temporary letter instead of calling help desk.*	Deb Roby	Closed	Recommendation: Planned - Extensions may be printed as replacements with "HazMat until MM/DD/YYYY" on the card.
DL02	DL Issuance	Show expiration date of FR cases on eligibility screen.	Deb Roby	Closed	Recommendation: Planned - We will re-write and include more thorough information on the FR instruction sheets.
DL03	DL Issuance	Change page name from CDL Information to CDL Medical Record in Add/Modify.	Deb Roby	Closed	Recommendation: Planned - Going forward, we will use the proper name for this page and all related functionality (CDL Med Certification)
DL04	DL Issuance	FDLIS to launch Automatically to DAVID, for the purpose of scoring reports.	Deb Roby	Closed	Recommendation: A link to DAVID will be added in the system for easy access - Login and verfication will still be required to access DAVID.
DL05	DL Issuance	The Motor Voter application should allow users to enter a partial address in the previous address field. *Original Request: The system should allow partial previous addresses to be entered. Even a previous city, state or county will help.*	Deb Roby & Maureen Johnson	Closed	Recommendation: Planned - Street address will be optional but previous State will be required.
DL06	DL Issuance	The system should recognize third party payment types so that the reports can display actual payment type instead of "TC Other" *Original Request: System to recognize all tender types used in 3rd Party Systems so that fees don't report as TC Other on our FDLIS reports.*	Deb Roby	Closed	Recommendation: Not Planned - All TCs don't use the same 3rd party vendor but the department will look into a better solution.
DL07	DL Issuance	Record information of the person requesting transcript if it's not requested by the record holder. *Original Request: List who wants the transcript (Individual or other).*	Deb Roby	Closed	Recommendation: Not planned - Field personnel are only allowed to sell transcripts to the record holder.
DL08	DL Issuance	When it gets close to the end of the 60 day limit, *could there be* a proposed issuance date so we can extend their issuance date as needed?	Deb Roby	Closed	Recommendation: Not planned - issuance date is dependent on USCIS approval and the information cannot currently be updated in real time.

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DL09	DL Issuance	User I.D./Examiner I.D. needs to be addressed. *Intent: Correct informationin the reports to display the correct Examiner ID for the purpose of reporting productivity.*	Deb Roby	Closed	Recommendation: Planned - We will plan to display the information for both, the examiner/agent who owns the transaction and for the cashier.
DL10	DL Issuance	Pre-fill Motor Voter information from information previously entered in FDLIS application.		Closed	Recommendation: Planned - The information saved will only be valid for the same day so that users do not have to type the information in again in the event that a transaction is voided.
DL11	DL Issuance	Move Motor Voter to the beginning of the application process.	Deb Roby & Maureen Johnson	Closed	Recommendation: Page order has been adjusted to improve workflow for users. If the customer is not eligible, the Motor Votor page will not be displayed.
DL12	DL Issuance	Include an option for out of state voters in the Motor Voter form.	Deb Roby, Maureen Johnson and Department of State Recommendation	Closed	Recommendation: The system should only require the previous state. Include an OOS section in the Motor Voter page for all Original transactions.
DL13	DL Issuance	Motor Voter application receipt should print in multiple languages.	Deb Roby & Maureen Johnson	Closed	Recommendation: We will offer any language offered by DOS/Sup of Election so that verbiage is consistent with approved application.
DL14	DL Issuance	Questions regarding Sample Ballots should only be asked from the Motor Voter application form.	Deb Roby & Maureen Johnson	Closed	Recommendation: Add button to copy email address from the previous page, where the email address for receiving department information is provided/ Add verbiage to inform customer that email addresses submitted for sample ballot are not protected.
DL15	DL Issuance	Screening questions regarding convictions should not be retrieved by FDLIS from the online application.	Deb Roby & Maureen Johnson	Open	Needs further discussion. Waiting on TC Survey.
DL16	DL Issuance	Require the user to select a party on all New and Change/Update transactions.	Deb Roby & Maureen Johnson	Closed	Recommendation: Customers will be required to select party for all transactions with motor voter changes or updates. We suggest the ability to display the party affiliation information on the sig pad
DL17	DL Issuance	Email address should be verified so that bad email addresses can't be entered.	Deb Roby & Maureen Johnson	Closed	Recommendation: The department will look into an automated method to validate email address.